

West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner
Joseph L. Hatton, Deputy Commissioner



VACANCY ANNOUNCEMENT

Title: Chemist II (Agricultural Materials and Meat Chemistry-Laboratory Sections)

Salary: \$ 35,000-\$40,000

Headquarters: Guthrie Agricultural Center

Send WVDA Application & Resume to: Anne Oravec, Executive Assistant
West Virginia Department of Agriculture
1900 Kanawha Boulevard, East
Charleston, WV 25305-0170
Phone: 304-558-2221
E-mail: aoravec@wvda.us

Closing Date: \$35,000-\$40,000

Note:

To be considered for employment, a West Virginia Department of Agriculture Application must be submitted. Applications may be obtained at:

<http://www.agriculture.wv.gov/Resources/>

Nature of Work: Assists in planning, conducting, and analyzing experiments within a broad range of disciplines, including microbiology, chemistry, molecular, and genomics.

Examples of Work Performed:

- Reviews work of Chemist I for accuracy.
- Independently evaluates samples and recommends follow-up actions.
- Assists in planning of the laboratories work activities.
- Evaluates problematic sample results to determine error.
- Advises Chemist I and other laboratory staff on proper procedures, problems and complex test interpretations.
- Develops and maintains quality assurance measures to assure accurate analytical methods.
- Develops and utilizes methods consistent with the laboratories' equipment for analyses of commercial feed, fertilizer, agricultural lime, environmental samples and meat.
- Analyzes and interprets test results to assist in the administration of laws, regulations or

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- specifications relating to the chemical composition of the materials analyzed.
- Performs chemical analysis in accordance with scientific principles and techniques as determined by a supervisor.
 - Determines the type and extent of testing required to ascertain the quality of samples submitted for analysis, guided by the principles and techniques of analytical chemistry and by the methods devised by professional and testing organizations in developing the necessary laboratory procedures.
 - Maintains records of all quality activities as documented in the Standard Operating Procedures (SOPs) and test methods.
 - Handles samples and performing analyses per SOPs and test methods.
 - Writes and/or updates SOPs and test methods.
 - Signs reports when delegated signature authority.
 - Maintains and calibrates equipment.
 - Reports deficiencies or malfunction to the Assistant Director.
 - Identifies and records nonconformities on *Corrective Action Requests*.
 - Identifies and records potential nonconformities on *Preventive Action Requests*.
 - Corrects nonconformities and potential nonconformities.
 - Improves laboratory and/or quality activities on a continuous basis.
 - Escalates questionable identifications or findings to a supervisor.
 - Attends meetings that may include overnight travel.
 - Utilizes a Laboratory Information Management System (LIMS) for data entry and other computer operations.
 - Performs related work as required, such as assisting other division chemists as needed.
 - Prepares official reports and may be called upon to testify before the court or the Commissioner.
 - Other duties as assigned.
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Working Conditions:

- General laboratory environment and activities that include sitting, standing, and/or walking for extended periods of time; frequent bending, squatting, and reaching above shoulder level, pushing, pulling and handling objects, and lifting up to 50 pounds.
- May work with pathogenic microorganisms, hazardous chemicals such as disinfectants, acids, bases, mutagens, teratogens, and solvents; hot liquids, steam, and hot solid surfaces capable of burns; and warm, humid conditions typical in the laboratory environment.
- Wear personal protective equipment.
- May be exposed to unpleasant odors.

Required Knowledge, Skills and Abilities:

- Comprehensive knowledge of the principles, practices and procedures of organic and inorganic chemistry.
- Knowledge of composition and significant properties of materials and substances used or tested by the State.

- Extensive knowledge in the use of complex laboratory instruments and equipment commonly used in analytical laboratories.
- Ability to prepare analytical reports and to organize and present scientific information in a clear and concise manner.
- Ability to understand and to follow oral and written instructions, formulas and charts.
- Extensively skilled in performing original research and devising new methods of testing.
- Widespread knowledge of computerized LIMS (Laboratory Information Management System) is recommended.
- Knowledge in procedures involving the use and handling of hazardous chemicals.

Qualifications:

Training: Graduation from an accredited 4-year college or university with a Bachelor of Science in biology or chemistry.

Experience: A minimum of three years of employment experience carrying out technical work in a laboratory with analytical chemistry experience.

Substitution: Graduation from an accredited college or university with a Master's of Science in biology or chemistry with one year experience of technical work in an analytical laboratory.

Additional Requirements:

- Valid Driver's License.
- Satisfactory completion of pre-employment drug testing.
- Satisfactory completion of pre-employment law enforcement background investigation, including DMV records.
- Must maintain a positive image of the Commissioner, West Virginia Department of Agriculture, and the State of West Virginia.

The West Virginia Department of Agriculture is an Equal Opportunity Employer